

TTWG Meeting
April 9, 2012
Draft Agenda

- 1) Review of SRRTTF Decisions and path forward
- 2) Administrative Activities Discussion
 - a. Personnel
 - b. Tasks to be managed
 - Meeting Notices (Brochure)
 - Registration (Attendees and Payment)
 - Speaker Logistics (Registration, Travel Arrangements, AV needs)
 - SRRTTF Web site tasks (Meeting Notice, Brochure, Registration, Post Meeting Materials)
 - Catering and Food (Catering Agreement, Menu, Headcount, Dates, Payment)
 - Sponsorship Recognition
 - c. Assignments for Admin Activities group (task responsibilities, schedule)
- 3) Lagniappe Sessions: Finalize Agenda
- 4) Update on Speaker Contacts
- 5) Brainstorming Sessions: Identify how these will be structured and facilitated